Sanitized - Approved For Release :
CIA-RDP70-00211R000200100042-1

~~CONFIDENTIAL~~

Chief, Management Staff 16 February 1956

Chief, Records Management Staff

Weekly Report - Week Ending 15 February 1956

1. The Executive Registry transferred the equivalent of 2 safe file cabinets of inactive records to the Center. This is the first such transfer from the Director's Office.

2. A preliminary records control schedule for the Position Evaluation Division of the Personnel Office indicates that it will be possible to discontinue 3 file series maintained by this office.

3. In cooperation with the Printing Services Division and the Stock Management Section of the Logistics Office, one form was eliminated and another substantially revised to provide estimated annual savings of $350.00.

4. The Logistics Office advises that they have been able to eliminate a telephone traffic report as a result of installing the Reports Management Program. This report required about 44 man-hours per month.

5. The records disposition surveys in the Office of the DD/I and the Office of Current Intelligence have been completed. As a result, it will be possible to transfer 450 cubic feet of inactive records to the Center in 1956, during 1957, and each year thereafter.

25X1A9a

[redacted]

~~CONFIDENTIAL~~

Sanitized - Approved For Release :
CIA-RDP70-00211R000200100042-1